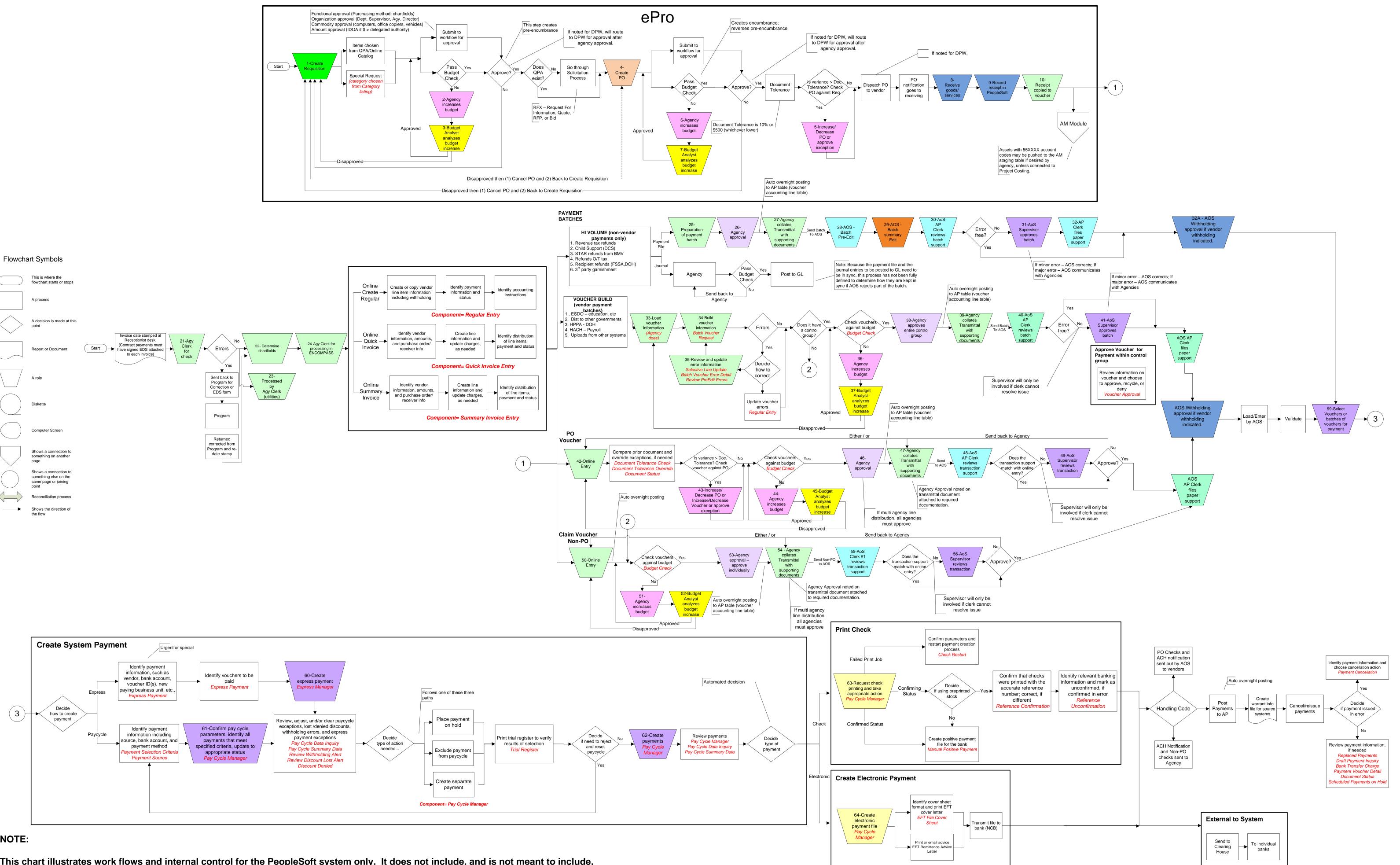
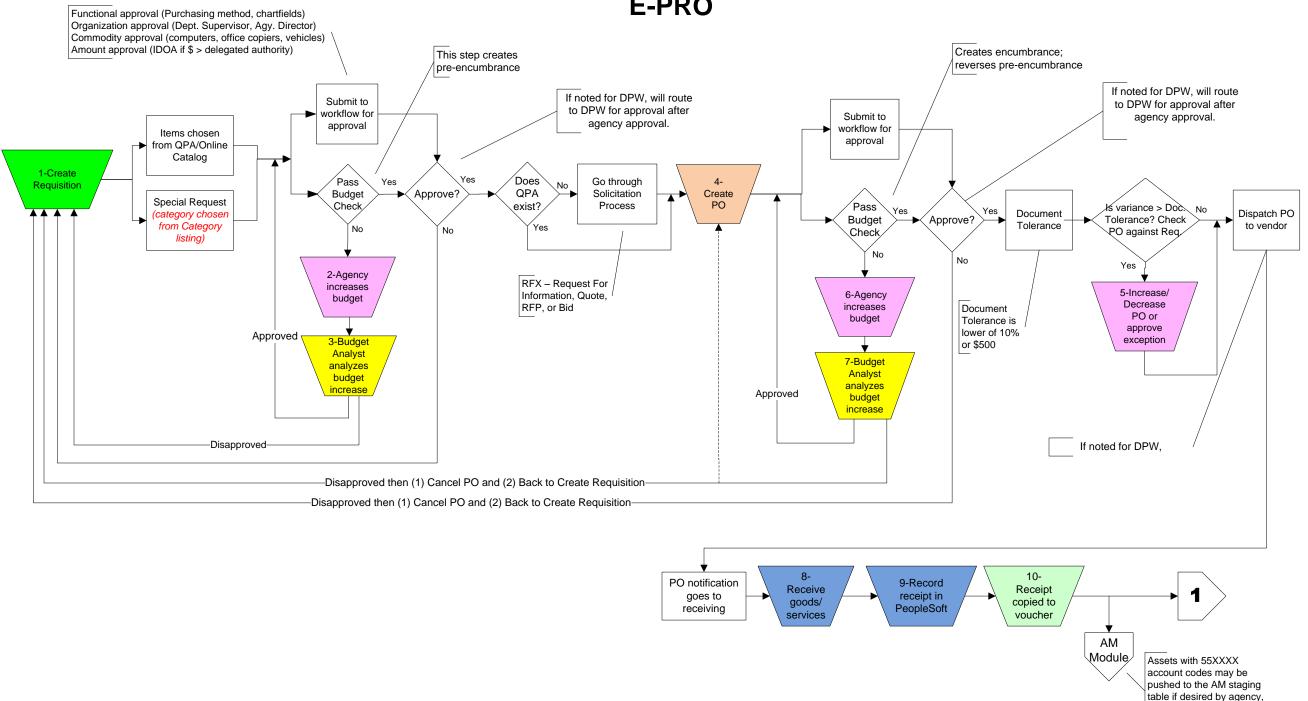
## Accounts Payable – ENCOMPASS

Update March 25, 2009



This chart illustrates work flows and internal control for the PeopleSoft system only. It does not include, and is not meant to include, critical controls for processes outside this system, which are equally important for a complete, effective internal control process.

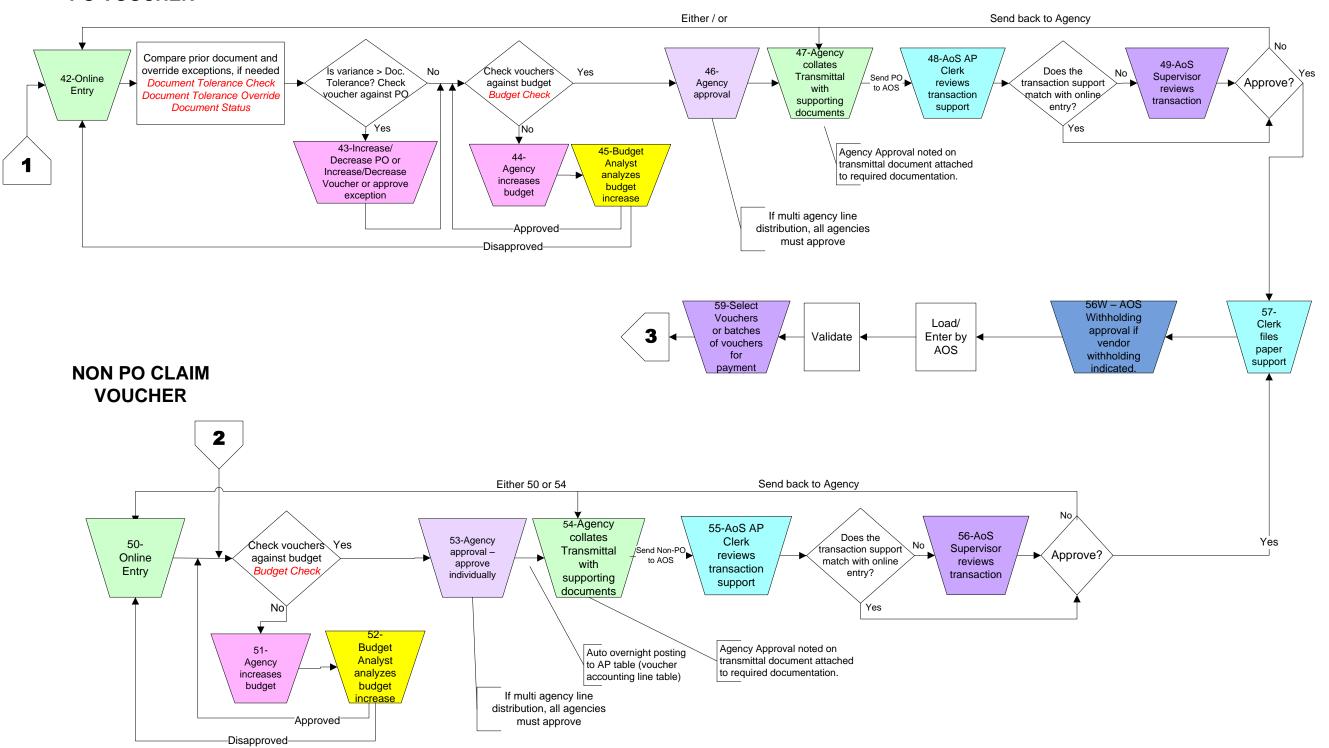
## PURCHASING E-PRO

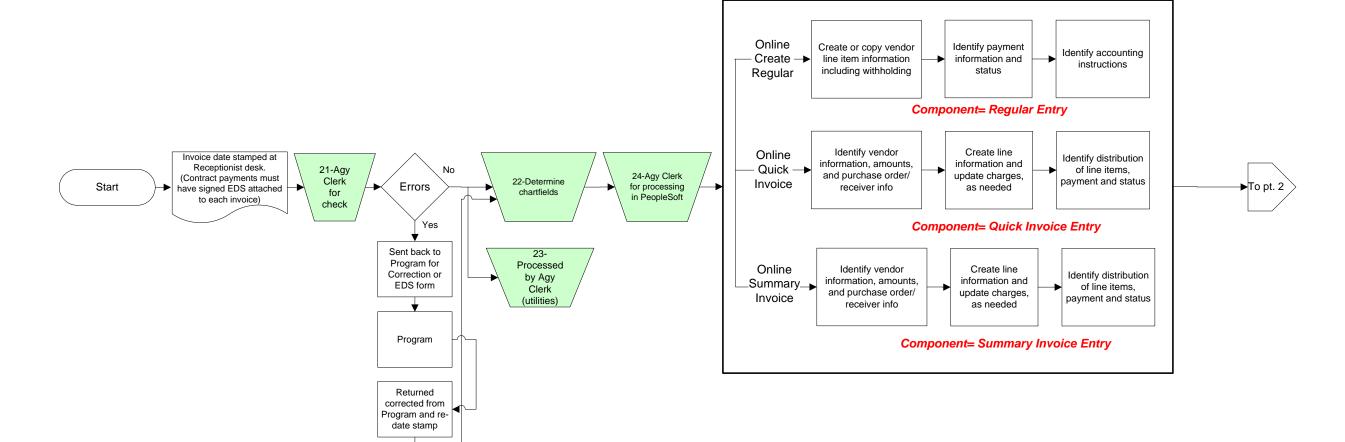


unless connected to Project

Costing.

## **PO VOUCHER**





## If minor error - AOS corrects; If **PAYMENT** major error - AOS communicates with Agencies **BATCHES** 27-Agency 30-AoS 31-AoS AP 25collates 29-AOS -AP 28-AOS -26-No Error Preparation Send Batch\_ Batch Clerk Supervisor Transmitta HI VOLUME (non vendor Batch -Yes-Agency To AOS I with of payment summary reviews free? approves Pre-Edit payments) approval batch supporting Edit batch batch Payment 1. Revenue tax refunds documents support Yes 2. Child Support (DCS) 3. STAR refunds from BMV 4. Refunds O/T tax 5. Recipient refunds (FSSA,DOH) Note: Because the payment file and the Journal Pass 6. 3<sup>rd</sup> party garnishment journal entries to be posted to GL need to Yes Agency Budget Post to GL be in sync, this process has not been fully Check defined to determine how they are kept in sync if AOS rejects part of the batch. 32-AP Send back to Clerk Agency files paper AOS support 59-Select Withholding Vouchers From pt. Load/ approval if or batches Validate Enter by vendor of vouchers AOS withholding for indicated. payment **VOUCHER BUILD** Auto overnight posting (vendor payment to AP table (voucher batches) 1.. ESDO – education, etc accounting line table) Yes 2. Dist to other governments 40-AoS 39-Agency 33-Load 34-Build 3. HPPA - DOH 38-Agency ΑP collates 41-AoS AP Check vouchers Yes voucher voucher No No 4. HACH - Payroll Does it have Clerk Error Transmittal approves Send Batch Supervisor against budget information information Errors 5. Uploads from other a control To AOS reviews entire control free? approves Batch Voucher **Budget Check** (Agency systems group? group supporting batch does) Request documents support No Yes No Approve Voucher for Payment within contro 36-35-Review and update group Decide Agency

increases

budget

37-Budget

Analyst

analyzes

budget

increase

Approved

Review information on

voucher and choose to approve, recycle, or

denv

Voucher Approval

error information Selective Line Update

Batch Voucher Error Detail

Review PreEdit Errors

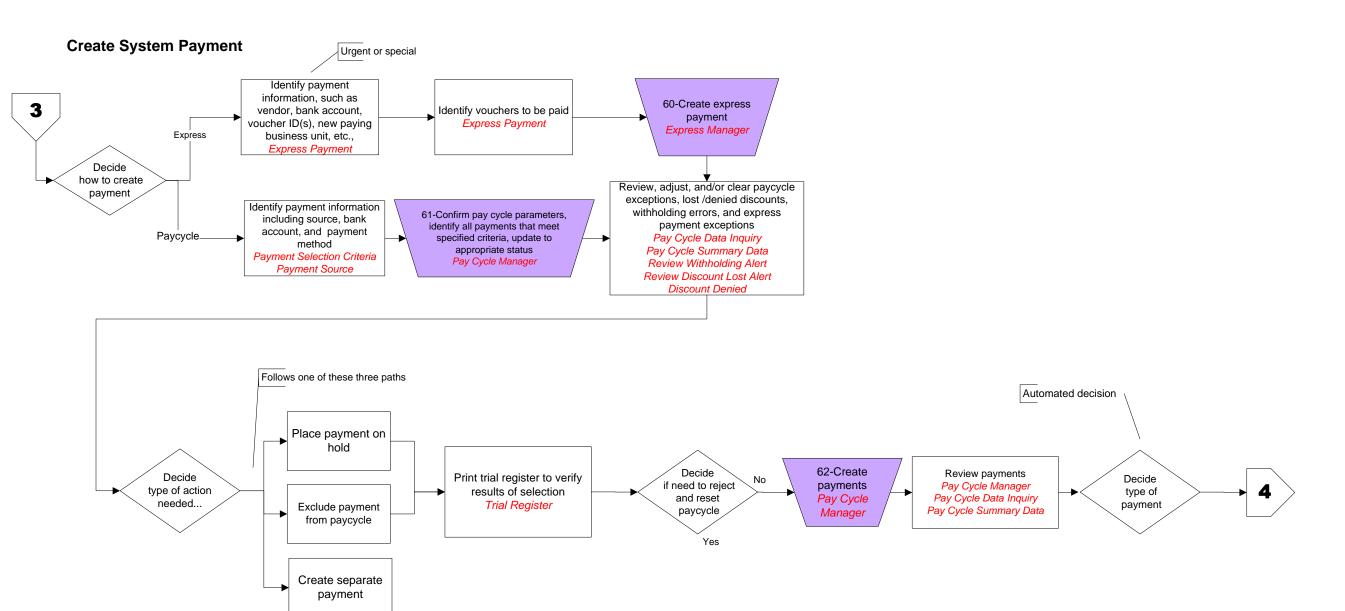
-Disapproved-

how to

correct

Update voucher

errors Regular Entry



Component= Pay Cycle Manager



